

July 28, 2000

Vacancy Announcement #00-353 DS/cs

LAW ENFORCEMENT CAREER DEVELOPMENT PROGRAM (LECDP) VACANCY ANNOUNCEMENT

POSITION: Supervisory Criminal Investigator, GS-1811-14
(Group Supervisor)

LOCATION: Bureau of Alcohol, Tobacco and Firearms (ATF)
Deputy Assistant Director Field Operations (East)
New York Field Division
New York VII (HIDTA) Field Office
New York, NY

SPECIAL NOTE: This position will fall under the Merit Promotion Board (MPB) and the selection process for competitive candidates will include an interview. See “**SELECTION PROCEDURES**” below for more information about this selection process. Also, please note the changes to the LECDP reflected in the “**GENERAL INFORMATION**” section below or see ATF B. 6200.1.

OPENING DATE: August 3 , 2000

CLOSING DATE: August 30 , 2000

AREA OF CONSIDERATION: Bureau-wide

DESCRIPTION OF DUTIES: Serves as a Supervisory Criminal Investigator assigned to a field division and is responsible for the prevention, detection, and investigation of substantive and conspiracy type violations of laws enforced by ATF. Supervises a group of criminal investigators who are engaged in criminal investigation work.

CONDITIONS OF EMPLOYMENT:

A one-year probationary period is required for new Supervisor.

ELIGIBILITY REQUIREMENTS: Any GS-1811-13 employee who has one year in grade within 60 days of the closing date of this announcement is eligible for consideration. In addition, any GS/GM-1811-14 employee eligible for non-competitive reassignment as defined in ATF Order 2335.2E may apply.

QUALIFICATION REQUIREMENTS: Applicants must meet all qualifications, including time-in-grade requirements, within 60 days of the closing date of this announcement. Applicants must have one year of specialized experience equivalent to the next lower grade in the Federal service. **Specialized experience** is experience that is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.

EVALUATION METHODS: Applicants will be evaluated and given points on relevant experience; formal college level education, training and self-development within the past five years; awards (Quality Step Increase, Sustained Superior Performance, Special Act and Suggestion awards) received in the past two years; current performance appraisal; and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

On separate sheets of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to supervise people and manage an office
2. Ability to represent the Bureau in public forums
3. Ability to coordinate the direction and control of investigations through the efforts of others
4. Ability to apply the laws, regulations and policies governing the administrative and operational functions of the Bureau
5. Skill in preparing and reviewing written communications

GENERAL INFORMATION:

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.
4. **Candidates must address the KSA's themselves. Supervisors are no longer responsible for KSA narratives.**
5. All applicants will be rated and ranked by a ranking panel and must meet a minimum cut-off score to be considered.
6. The Best-Qualified List (BQL) will consist of the top five scoring applicants in alphabetical order. Additional candidates may be certified and forwarded to the selecting official, if measurable distinctions cannot be made among the total number of candidates who met the cut-off score. Likewise, fewer candidates may be certified and forwarded, if less than five meet the cut-off score or less than five apply.
7. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the telephone number below.

HOW TO APPLY:

Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below or downloaded from the Internet, at www.opm.gov/forms. The SF-171 is no longer available for distribution.

A. Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers
4. For experience most relevant to this position, include name of employer, dates of employment, job title, and grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, and number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, and typing speed.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ Performance appraisal dated within the last year or copies of your last **(3)** appraisals. Points for the performance evaluation will be given on information provided in one of the following: **(1)** the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or **(2)** the **three** most recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last **three** appraisals, they will be added together and averaged to arrive at a score for that portion of your ranking.
- ☒ Current/former Federal employees - SF-50 to reflect competitive status.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Office of Management/Personnel Division, 4170
Attn: Merit Promotion Branch
650 Massachusetts Ave, NW
Washington, DC 20226
(202) 927-8610

SELECTION PROCEDURES: All applicants for competitive consideration for GS-14/15 supervisory positions will be rated and ranked to establish a BQL and then be referred to the Merit Promotion Board (MPB) for interview and selection. All personnel working at Headquarters will be interviewed in person whenever practical. All Non-Headquarters personnel will be interviewed by phone until such time as

funding/technology for video conferencing or budget for travel is available throughout the Bureau. If a candidate does not make him/herself available during the time the Board convenes, he/she will be considered to have voluntarily withdrawn from consideration.

After the interviews, the MPB will make a consensus decision on a tentative selectee. The tentative selectee's name will be forwarded to the Office of Inspection, the Equal Opportunity Office, and the Employee and Labor Relations Branch to ensure that the tentative selectee meets the Bureau's highest standards for new supervisors. The MPB may elect to not select for the position(s).

AN EQUAL OPPORTUNITY EMPLOYER

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR,
SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICS, RELIGION OR ANY
OTHER NONMERIT REASON.**

APPLICANT RESPONSE FORM
(Complete and return this form with your application)

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-353 DS/cs**

Position Title, Series and Grade: **Supv'y. Criminal Investigator (Group Supervisor), GS-1811-14**

Name and Address *(applicants, please complete)*

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The results of your application for consideration for this position are as follows:

___ Your name was referred to the selecting official; however you were not selected.

___ You met the basic qualifications for the position, but you were not on the best-qualified list.

___ You were selected for the position.

___ You were found to be ineligible/not qualified as indicated below:

- | | |
|--|--|
| <input type="checkbox"/> Lack general experience | <input type="checkbox"/> Lack required time in grade |
| <input type="checkbox"/> Lack specialized experience | <input type="checkbox"/> Lack education requirements |
| <input type="checkbox"/> Outside area of consideration | <input type="checkbox"/> Application received too late for consideration |
| <input type="checkbox"/> Other: _____ | |

___ Recruitment under this announcement has been cancelled.

___ Other: _____

Dennis Snyder

Personnel Management Specialist

Date

The application you submitted for Vacancy Announcement: **#00-353 DS/cs**

Position Title, Series and Grade: **Supv'y. Criminal Investigator (Group Supervisor) GS-1811-14** has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel. Since the Personnel Division is unable to release specific information on job status, the Personnel Division upon completion of the selection process will notify you.

Name and Address *(applicants, please complete)*

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